

	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.08
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF THE THESIS PROPOSAL SEMINAR</b>		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>
Linkage:
<ul style="list-style-type: none"> <li>• Dean of the Faculty of Sharia</li> <li>• Vice Dean for Academic Affairs</li> <li>• Head of Study Program</li> <li>• Head of Administrative Affairs Faculty of Sharia</li> <li>• Head of Academic, Student Affairs, and Alumni Division, Faculty of Sharia</li> <li>• Head of General Administration and Finance, Faculty of Sharia</li> <li>• Staff of Academic, Student, and Alumni subdivision, Faculty of Sharia</li> <li>• Student</li> </ul>
Linkage to other SOPs
<ul style="list-style-type: none"> <li>• SOP for Thesis Examination</li> </ul>
Notice:
<ul style="list-style-type: none"> <li>• Thesis proposals may be submitted by students who have completed at least 70% of the total required credits, have passed the Research Methodology course, and have participated in at least five proposal seminars.</li> <li>• In the proposal seminar, students presenting the proposal are required to present it using PowerPoint and to take into account the responses and feedback given during the forum.</li> <li>• The thesis proposal seminar forum has the authority to accept or reject the presented proposal.</li> <li>• Students whose proposals are rejected are required to undergo a repeat seminar.</li> </ul>
Legal basis:
<ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and</li> </ul>

Executor Qualifications:
<ul style="list-style-type: none"> <li>• Study Program Executor Staff</li> <li>• Having expertise in IT</li> </ul>
Tools/equipment:
<ul style="list-style-type: none"> <li>• Computer Set</li> <li>• Stationary</li> <li>• Thesis Proposal</li> </ul>
Recording and Registration
Thesis Proposal
Executor Qualifications:
<ul style="list-style-type: none"> <li>• Head/Secretary of Study Program</li> <li>• Subject Area Lecturer</li> <li>• Study Program Staff</li> </ul>

<p>Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty</p> <ul style="list-style-type: none"> <li>• Ministerial Regulation Number 35 of 2012</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>
<p>Linkage to SOPs:</p>
<ul style="list-style-type: none"> <li>• SOP for Thesis Title Submission Process</li> </ul>
<p>Notice:</p>

<p>Tools/equipment:</p>
<ul style="list-style-type: none"> <li>• Internet Access</li> </ul>
<p>Recording and Registration</p>
<p>Active student data</p>



No.	Activities	Executor								Standard Quality			Note	
		Student	Thesis Advisor	Head/Secretary of Study Program	Head of Academic Subdivision	General Administration Subdivision	Head of Administrative Affairs	Vice Dean I	Dean	Requirements	Time	Output		
	Proposal Seminar Decree										Seminar Examiner Decree		Seminar Advisor Decree recorded and ready for distribution	
10	Distribution of the Proposal Seminar Decree, invitations, and proposals										Proposal Seminar Examiner Decree, invitations, proposal		Thesis Proposal Seminar Advisor Decree, invitations, proposals distributed	Conditional
11	Implementation of the seminar and completion of seminar proposal administration										<ul style="list-style-type: none"> <li>Thesis proposal</li> <li>Minutes</li> <li>Attendance list</li> </ul>	1 hour/student	<ul style="list-style-type: none"> <li>Proposal seminar held</li> </ul>	
12	Ratification and reporting of the minutes of the seminar proposal										<ul style="list-style-type: none"> <li>Seminar proposal minutes</li> </ul>	5 minutes	<ul style="list-style-type: none"> <li>Seminar proposal minutes signed</li> </ul>	
13	Reporting of seminar proposal results										<ul style="list-style-type: none"> <li>Thesis proposal seminar results</li> </ul>	Maximum 2 days	<ul style="list-style-type: none"> <li>Thesis proposal seminar reported</li> </ul>	Maximum 2 days after the implementation of the proposal seminar.

